

	IMPOUNDING CONTROLLED SUBSTANCES / DRUGS / PARAPHERNALIA PHOENIX POLICE DEPARTMENT	Operations Order 5.8.02 Rev. 02/28/25 PAGE 1
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1. Refer to [Operations Order 5.8.00, Evidence, Impounding, and Property](#) for general/universal evidence and property impound and documentation procedures.

2. **CONTROLLED SUBSTANCES/DRUGS AND DRUG PARAPHERNALIA**

- A. Preparing Controlled Substances/Drugs and Drug Paraphernalia for Impound

- (1) A paper-backed evidence bag, paper bag, or cardboard box will be used to package and impound the following:
 - Any wet/damp/moist item/s and/or item/s that may contain biological evidence
 - Fresh plant materials believed to be a controlled substance/drug (large plants will be photographed prior to packaging)
 - (2) Employees will package all controlled substances/drugs and drug paraphernalia in accordance with [Operations Order 5.8.00, Section 4](#), and with the guidelines outlined below.
 - (2) All controlled substances/drugs and drug paraphernalia will also be packaged in such a manner as to reduce the incidence of damage or loss and prevent exposure/injury to those persons handling the items at a later date.
 - (3) Suspected controlled substances/drugs and drug paraphernalia (pipes, hypodermic needles, syringes, razor blades, etc.) will not be placed loosely in evidence bags.
 - (a) Vials, plastic bags, cardboard boxes, and/or puncture resistant containers will be used to package these items prior to placing in evidence bags.
 - If a plastic puncture resistant container is not available for a sharp item, the entire item may be taped to a piece of cardboard or other similar material, ensuring the ends of the item do not extend past the edges of the cardboard.
 - Glass vials will be used for Phencyclidine (PCP) and products containing PCP.
 - (b) Hypodermic needles should be left attached to the syringe.
 - Care should be used when packaging, so the contents of the syringe do not empty out prior to analysis.
 - (4) When preparing fresh marijuana plants for impound, the following procedures will be used (see section 2.C.(5) below for impounding Khat):
 - Cut the plant off at the root level (do not include roots or soil)
 - Place in appropriate packaging ensuring there is adequate airflow around the plant/s
 - Contact the Drug Enforcement Bureau (DEB) for large seizures

NOTE: Plants must be allowed to air dry at the Evidence Drying Facility located at 621 W. Washington, prior to impounding for long-term storage (see [5.8.07, Impound locations, section 1.D.\(2\)](#)).

- (5) All liquids must be removed from water pipes.
 - (6) For items that are wet/damp/moist and/or may contain biological evidence, refer to [5.8.07, section 1.D.\(2\), Drying Procedures](#) for information on packaging and handling.



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2. B. In cases where there are seizures of large amounts of drugs (over 10 pounds of marijuana or over one pound of other substances), the suspect/s will be served with a Notice of Destruction Form 80-558D.
 - A copy of the form will be forwarded to the DEB case detective, who will ensure this form is impounded as evidence.
- C. Documenting and Impounding Controlled Substances/Drugs and Drug Paraphernalia
 - (1) Each controlled substance/drug type, such as marijuana, heroin, or cocaine, should be packaged separately and listed individually in the Evidence section to ensure a barcode is generated for each package/type of drug.
 - (a) If analysis is required, the item must be impounded under the *Drugs* "Category" and the *Evidence* "Action."
 - (b) If analysis is not needed or a chemical field test has been performed, the item should be impounded under the *Drugs* "Category" and the *Evid No Auto Lab Requests at this Time* "Action."
 - (c) The quantity and size of the controlled substance/drug will be described in general, non-specific terms: for example, "a small vial partly full of white powder" or "a glass jar approximately half full of liquid."
 - (2) When a suspect is being booked, follow the below procedures for impounding items requiring analysis (to include perishable items):
 - (a) Items will be taken directly to the PMU Annex at 621 West Washington, between 6 a.m. and 2:30 p.m., Monday through Friday, and hand delivered to a PMU technician.
 - (b) Before or after the above listed hours, non-perishable items will be tagged "In-Custody" and placed in analysis lockers 29-74 in the PMU Annex.
 - Perishable items will be tagged "In-Custody" and placed in the refrigerator at the PMU Annex.
 - (3) In non-arrest situations or when a field test has been performed by a CSO, follow the below procedures for impounding items:
 - (a) For non-perishable items, place in a precinct/command station drug impound locker.
 - Items that will not fit into an evidence bag will be impounded in the PMU Annex analysis lockers 29-74.
 - (b) For perishable items, impound in the freezer at 100 E. Elwood (see [Impound Locations, 5.8.07, section 1.C.\(1\)](#) for more information).
 - (4) Large bales of marijuana should be impounded at PMU, 100 East Elwood (contact the Controlled Substances Section of LSB if an analysis is necessary).
 - (5) When impounding Khat, freeze immediately in the freezer at 100 East Elwood, to prevent decomposition, and then notify LSB of the impoundment.
 - (6) An IR/FI is not needed for needles, razor blades, or glass pipes which will be disposed of in the sharps container maintained at each precinct.
 - (7) Found narcotics and/or dangerous drugs may be impounded in a precinct/command station impound locker.

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